

Step 4: The “Print this Confirmation Page for Future Reference” screen will display.

Important: The system has created a permanent account number for you. It is displayed in the first line of the screen. Either **print out this page** or **write down the account number**. You will need both your account number and your permanent password in order to logon to the site in the future.

Your account has now been created.

Simply click the “Continue” button to go directly to the survey to begin reporting prices.

Important points to know about your account

Your temporary account number and password can be used once only to create an account. After you have successfully created an account, you may discard them.

If you have any problems creating your account, or logging on to the IPP Web site, click the help desk link at the bottom of the logon screen or send an email to idx.helpdesk@bls.gov

Digital certificate – This option is available after you have created your account.

To obtain a digital certificate: Select Change Security Option from the menu on the left-hand side of the Welcome page (first page after you log-in). On-screen instructions will explain the advantages and disadvantages of digital certificates and guide you through the process of creating one.

You will receive an email notifying you that it is time to submit prices each month in which you agreed to report prices to the IPP. It will have a link to the logon screen of the Web repricing site.

If you lose your permanent account number or password, reply to your notification email or send an email to:

ipp.helpdesk@bls.gov

Creating an Account for Web Repricing

International Price Program
Internet Data Collection
System



**U.S. Department Of Labor
Bureau of Labor Statistics**

Thank you for agreeing to provide prices to the International Price Program (IPP) over the Internet.

In order to provide prices, you simply need to create a password.

Creating a password will in turn create your Web account with the Bureau of Labor Statistics.

The first time you are scheduled to provide data, you will receive two emails – one with a temporary account number and one with a temporary password. (The account number and password are sent in separate emails for security reasons.)

After you have received the two emails, you can begin the account creation process.

To begin enter this address into your Web browser to open the site and follow these 4 steps:

<https://idcf.bls.gov>

Creating an Account for Web Repricing

Step 1: Enter the temporary account number and password in the appropriate fields in the Internet Data Collection Facility Logon screen. **Tip:** Copy the account number and password from the emails and paste them into the fields.

Click on the blue “Continue” arrow.

Step 2: The “Enter New User Information” screen will be displayed. Your personal data is displayed in the fields. Please correct it if necessary.

Click on the blue “Continue” arrow.



Step 3: The “Create a Permanent Password” screen will display. On the right of the screen is a box listing the criteria for a valid password.

Enter your password in the first field. Note that as the various password criteria are met, the red X next to each changes to a green ✓.

Confirm your password by re-entering it in the next field.

Select a Security Question from the drop-down list and enter an answer in the field below. You can use these to retrieve your password if you forget it.

Click on the blue “Continue” arrow.

Create a Permanent Password

The temporary password is no longer valid, please create a new password.

Password:


Confirm Password:

ATTENTION: Password Criteria

- ✓ Must be between 8 and 12 characters long
- ✓ Must contain any 3 of these 4 following options:
 - ✓ UPPERCASE ALPHA (A-Z)
 - ✓ lowercase alpha (a-z)
 - ✓ Numeric (0-9)
 - ✓ Special Character !@#\$%^*_-=./:?[\\]`{|}~
- ✓ Both passwords must match

Select a Security Question:

Your Answer:



Current Registration Process Step:

Step 1: Enter Temporary Account & Password ▶ **Step 3: Create a Permanent Password** ◀

Step 2: Enter New User Information Step 4: Confirmation & Security Option Notice

The “Create a Permanent Password” Screen